

Federal Personnel Manual System**FPM Letter** 292-33**SUBJECT:** Update to Personnel Data StandardsPublished in advance
of incorporation in FPM

Supplement 292-1

RETAIN UNTIL SUPERSEDED

Washington, D. C. 20415

March 11, 1986

Heads of Departments and Independent Establishments.

PLEASE DIRECT TO THE ATTENTION OF PROCESSING SUPERVISORSAND AUTOMATED SYSTEMS MANAGERS

1. Purpose. The purpose of this letter is to transmit changes made to data standards used in documenting personnel actions and in reporting such actions to the Central Personnel Data File (CPDF) managed by the U.S. Office of Personnel Management.

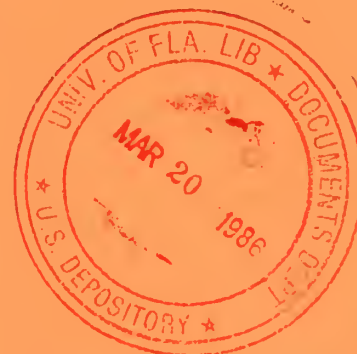
2. Background. FPM Supplement 292-1, Personnel Data Standards, contains the data elements and representation sets used for reporting to the CPDF. Due to the dynamic nature of many of these standards, they need periodic updates. Complete submission instructions are contained in FPM Supplement 298-1, The Central Personnel Data File. FPM Supplement 296-33, The Guide to Processing Personnel Actions, provides detailed instructions on documenting personnel actions.

3. Specific Changes. Attachment 1 to this FPM letter revises the set of valid codes for the data elements: Agency Code, Legal Authority, Location Code, Occupational Code, Pay Plan Code, Reportable Handicap, and Work Schedule. Attachment 2 revises the set of valid codes for the optional data standard: Remarks Code.

4. Effective Date. All of the changes and revisions documented in this letter are effective immediately.

Constance Horner
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Director

Attachments



Inquiries: Compliance and Investigations Group, Office of Workforce Information,
Data Standards Branch, FTS or (202) 632-5029

Code: 292, Personnel Data Standardization

Distribution: FPM Supplement 292-1

Central Personnel Data File (CPDF) Data Elements and Representations

AGENCY CODE

Data Representations		
Name	Definition/Explanation	Code
<u>Additions</u>		
Department of Agriculture		
Administration		
Office of Advocacy and Enterprise		AG94
Office of Management Reform		AG78
National Archives and Records Administration		NQ00
Smithsonian Institution		
Woodrow Wilson International Center for Scholars		SM02
<u>Deletions</u>		
Department of Agriculture		
Immediate Office of the Assistant Secretary for Science and Education		AG40
Office of Small and Disadvantaged Business Utilization		AG74
Office of Equal Opportunity		AG95
Department of Transportation		
Office of Essential Air Services		TD14
General Services Administration		
National Archives and Records Service		GS06
<u>Changes (except hierarchical)</u>		
Department of the Air Force		
From: Headquarters, U.S. Air Force		AF0N
To: Immediate Office, Headquarters, USAF		AF0N
Smithsonian Institution		
From: Smithsonian Institution (except units administered under		SM00
separate Boards of Trustees)		
To: Smithsonian Institution (except units administered under		SM03
separate Boards of Trustees)		
<u>Hierarchical Changes</u>		
Department of Agriculture		
Immediate Office of the Secretary of Agriculture		AG01
Administration		
Office of Administrative Law Judges		AG92
Office of Advocacy and Enterprise		AG94
Office of Finance and Management		AG90
Office of Information Resources Management		AG76
Office of Management Reform		AG78

Central Personnel Data File (CPDF) Data Elements and Representations

AGENCY CODE

Data Representations		
Name	Definition/Explanation	Code
Office of Operations		AG98
Office of Personnel		AG96
Economics		
Economic Analysis Staff		AG19
Economic Research Service		AG18
Economics Management Staff		AG35
Office of Energy		AG26
Statistical Reporting Service		AG20
World Agricultural Outlook Board		AG38
Food and Consumer Services		
Food and Nutrition Service		AG30
Human Nutrition Information Service		AG48
International Affairs and Commodity Programs		
Agricultural Stabilization and Conservation Service		AG05
Foreign Agricultural Service		AG10
Office of International Cooperation and Development		AG43
Marketing and Inspection Services		
Agricultural Cooperative Service		AG29
Agricultural Marketing Service		AG02
Animal and Plant Health Inspection Service		AG34
Federal Grain Inspection Service		AG36
Food Safety and Inspection Service		AG37
Office of Transportation		AG45
Packers and Stockyards Administration		AG28
Natural Resources and Environment		
Forest Service		AG11
Soil Conservation Service		AG16
Office of Budget and Program Analysis		AG42
Office of Governmental and Public Affairs		AG13
Office of the General Counsel		AG14
Office of the Inspector General		AG23
Science and Education		
Agricultural Research Service		AG03
Cooperative State Research Service		AG22
Extension Service		AG09
National Agricultural Library		AG12
Office of Grants and Program Systems		AG39

Central Personnel Data File (CPDF) Data Elements and Representations

AGENCY CODE

Data Representations		
Name	Definition/Explanation	Code
Small Community and Rural Development		
Farmers Home Administration		AG07
Federal Crop Insurance Corporation		AG08
Office of Rural Development Policy		AG32
Rural Electrification Administration		AG15
Department of the Air Force		
Immediate Office, Headquarters, USAF		AF0N
1947th Headquarters Support Group		AF2J
Air Force Accounting and Finance Center		AF0E
Air Force Acquisition Logistics Center, AFALC		
Air Force Acquisition Logistics Center, AFLC		AF3F
Air Force Acquisition Logistics Center, AFSC		AF3H
Air Force Audit Agency		AF06
Air Force Center for International Programs		AF2P
Air Force Center for Studies and Analyses		AF2N
Air Force Combat Operations Staff		AF2H
Air Force Commissary Service		AF1X
Air Force Communications Command		AF0Y
Air Force Elements, Europe		AF3G
Air Force Elements, Other than Europe		AF3V
Air Force Engineering and Services Center		AF1W
Air Force Inspection and Safety Center		AF02
Air Force Intelligence Service		AF05
Air Force Legal Services Center		AF2E
Air Force Logistics Command		AF0F
Air Force Manpower and Personnel Center		AF09
Air Force Medical Services Center		AF2F
Air Force Office of Security Police		AF08
Air Force Office of Special Investigations		AF07
Air Force Operational Test and Evaluation Center		AF03
Air Force Review Boards Office		AF2M
Air Force Service Information and News Center		AF2G
Air Force Systems Command		AF0H
Air Force Technical Applications Center		AF2L
Air National Guard		
Air National Guard Support Center		AF2I
Air National Guard Units (Mobilization) (Title 5)		AF34
Air National Guard Units (Title 32)		AFNG
Air Reserve Personnel Center		AF0I
Air Training Command		AF0J
Air University		AF0K
Alaskan Air Command		AF0A

Central Personnel Data File (CPDF) Data Elements and Representations

AGENCY CODE

Data Representations		
Name	Definition/Explanation	Code
Electronic Security Command		AF0U
Headquarters, Air Force Reserve		AF0M
Military Airlift Command		AF0Q
Pacific Air Forces		AF0R
Space Command		AF1S
Strategic Air Command		AF0S
Tactical Air Command		AF0T
U.S. Air Force Academy		AF0B
U.S. Air Force Historical Research Center		AF2K
U.S. Air Forces, Europe		AF0D
Department of the Army		
Office of the Secretary of the Army		ARSA
Office of the Chief of Staff of the Army		
Immediate Office of the Chief of Staff of the Army		ARCS
Adjutant General		ARAG
Eighth U.S. Army		ARP8
Joint Activities		ARJA
Military Entrance Processing Command		ARPC
Military Traffic Management Command		ARMT
National Guard Bureau		
Office of the Chief of the National Guard Bureau		ARGB
Army National Guard Units (Title 32)		ARNG
Surgeon General		ARMD
U.S. Army Audit Agency		ARAU
U.S. Army Ballistic Missile Defense Systems Command		ARSC
U.S. Army Corps of Engineers		ARCE
U.S. Army Criminal Investigation Command		ARCB
U.S. Army Element SHAPE		ARJ1
U.S. Army Europe and Seventh Army		
Immediate Office of the Commander-in-Chief of the U.S. Army		ARE1
Europe and Seventh Army		
1st Personnel Command		AREB
2nd Armored Division (FWD)		AREP
4th Transportation Brigade		ARE9
7th Medical Command, Europe		ARE8
21st Support Command		ARE2
32nd Army Air Defense Command		ARE6

Central Personnel Data File (CPDF) Data Elements and Representations

AGENCY CODE

Data Representations		
Name	Definition/Explanation	Code
42nd Military Police Group		AREK
56th Field Artillery Brigade		AREH
59th Ordnance Brigade		AREO
502nd ASA Group, Europe		AREL
Berlin Brigade		ARE4
Contopo Field Support Element, Europe		AREJ
Seventh Army Training Command		AREN
U.S. Army V Corps		ARE5
U.S. Army VII Corps		ARE7
U.S. Army Southern European Task Force		ARE3
U.S. Army Special Forces, Europe		AREF
U.S. Military Community Activity, Heidelberg		ARED
U.S. Army Forces Command		ARFC
U.S. Army Health Services Command		ARHS
U.S. Army Information Systems Command		ARCC
U.S. Army Information Systems Software Support Command		ARCM
U.S. Army Intelligence and Security Command		ARAS
U.S. Army, Japan		ARP3
U.S. Army Materiel Command (AMC)		
Headquarters, AMC		ARX2
Headquarters, Staff Support Activities, AMC		ARX3
Materiel Acquisition Activities		ARXK
Materiel Acquisition Project Managers		ARXL
Materiel Readiness Activities		ARXX
Materiel Readiness Project Managers		ARXY
Research Laboratories, AMC		ARXJ
Training Activities, AMC		ARX4
U.S. Army Armament Munitions and Chemical Command		ARXQ
U.S. Army Aviation Systems Command		ARXB
U.S. Army Communications Electronics Command		ARX8
U.S. Army Depot Systems Command		ARXW
U.S. Army Electronics Research and Development Command		ARXD
U.S. Army Missile Command		ARX6
U.S. Army Mobility Equipment Research and Development Command		ARXF
U.S. Army Natick Research and Development Command		ARXG
U.S. Army Security Assistance Center		ARXP
U.S. Army Tank Automotive Command		ARX7
U.S. Army Test and Evaluation Command		ARXM
U.S. Army Troop Support Command		ARXR
U.S. Army Materiel Command, All Others		ARX5
U.S. Army Military District of Washington		ARMW
U.S. Army Military Personnel Center		ARMP
U.S. Army Recruiting Command		ARRC
U.S. Army Training and Doctrine Command		ARTC
U.S. Army Western Command		ARP1
U.S. Military Academy		ARMA

Central Personnel Data File (CPDF) Data Elements and Representations

AGENCY CODE

Data Representations

Name	Definition/Explanation	Code
Field Operating Agencies of the Secretary of the Army and the Army Staff	ARSF
Department of Defense (excluding Military Departments)		
Office of the Secretary of Defense		
Immediate Office of the Secretary of Defense	DD01
Defense Advanced Research Projects Agency	DD13
Defense Audiovisual Agency	DD24
Defense Communications Agency	DD04
Defense Contract Audit Agency	DD10
Defense Investigative Service	DD12
Defense Legal Services	DD25
Defense Logistics Agency	DD07
Defense Mapping Agency	DD11
Defense Nuclear Agency	DD03
Defense Security Assistance Agency	DD06
Field Organizations of the Office of the Secretary of Defense		
American Forces Information Service	DD09
Office of the Civilian Health and Medical Program of the Uniformed Services	DD17
Office of Dependents Schools	DD16
Office of Economic Adjustment	DD23
Tri-Service Medical Information System (TRIMIS) Program Office	DD18
Washington Headquarters Services	DD21
Defense Intelligence Agency	DD05
National Security Agency/Central Security Service	DD28
Office of the Inspector General	DD26
Organization of the Joint Chiefs of Staff	DD02
Strategic Defense Initiatives Agency	DD27
Uniformed Services University of the Health Sciences	DD15
U.S. Court of Military Appeals	DD08
Department of the Interior		
Office of the Secretary of the Interior		
Fish and Wildlife and Parks	IN01
National Park Service	IN10
U.S. Fish and Wildlife Service	IN15
Indian Affairs		
Bureau of Indian Affairs	IN06
Land and Minerals Management		
Bureau of Land Management	IN05
Minerals Management Service	IN23
Office of Surface Mining	IN22
Office of the Inspector General	IN24
Office of the Solicitor	IN21
Water and Science		
Bureau of Mines	IN09
Bureau of Reclamation	IN07
Geological Survey	IN08

Central Personnel Data File (CPDF) Data Elements and Representations

AGENCY CODE

Data Representations		
Name	Definition/Explanation	Code
Department of the Navy		
Navy Secretariat/Staff Offices		
Immediate Office of the Secretary of the Navy		NV08
Navy Field Offices		NV10
Navy Staff Offices		NV09
Chief of Naval Operations		
Immediate Office of the Chief of Naval Operations		NV11
Atlantic Fleet		NV60
Chief of Naval Personnel		NV22
Military Sealift Command		NV33
Naval Air Systems Command		NV19
Naval Data Automation Command		NV40
Naval Education and Training Command		NV62
Naval Facilities Engineering Command		NV25
Naval Intelligence Command		NV15
Naval Medical Command		NV18
Naval Oceanography Command		NV65
Naval Reserve Force		NV72
Naval Sea Systems Command		NV24
Naval Security Group Command		NV69
Naval Space and Warfare Systems Command		NV39
Naval Supply Systems Command		NV23
Naval Telecommunications Command		NV63
Office of Laboratory Programs		NV78
Office of Naval Acquisition Support		NV37
Pacific Fleet		NV70
Special Projects Office		NV30
U.S. Naval Forces, Europe		NV61
Office of Naval Research		NV14
U.S. Marine Corps		NV27

LEGAL AUTHORITY

Data Representations		
Name	Definition/Explanation	Code

Canal Area AuthoritiesAddition

35 CFR 253.44(d) TRL

Code of Federal RegulationsDeletions

Reg 536.217-Declass Transfer RJX
 Reg 536.217-Reclassification RJY
 Reg 536.217-RIF RJZ

Central Personnel Data File (CPDF) Data Elements and Representations

LOCATION CODE

Data Representations

Name	Definition/Explanation	Code
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Change

From: Kings Bay U.S. Army		133015039
To: Kings Bay		133015039

OCCUPATIONAL CODE

Data Representations

Name	Definition/Explanation	PATCO	Code
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Addition

Photo composition machine	For use by the Government Printing Office only.		4431
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PAY PLAN CODE

Data Representations

Name	Definition/Explanation	Code
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For Use by Specific AgenciesChange

From: Commissioned Corps of the Public Health Service	This pay plan code is not valid for submission to CPDF. May be used for other documentation purposes.	CC
To: Commissioned Corps of the Public Health Service	Environmental Protection Agency, Departments of Commerce, and Health and Human Services. This pay plan code is not valid for submission to CPDF. May be used for other documentation purposes.	CC

REPORTABLE HANDICAP

Data Representations

Name	Definition/Explanation	Code
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Addition

Learning disability	A disorder in one or more of the processes involved in understanding, perceiving, or using language or concepts (spoken or written) e.g., dyslexia.	94
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Central Personnel Data File (CPDF) Data Elements and Representations

WORK SCHEDULE

Data Representations

Name	Definition/Explanation	Code
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Additions

Full-time on-call	A schedule that requires an employee to work full-time when needed during periods of heavy workload. Expected cumulative service is at least six months in pay status each year.	H
Part-time on-call	A schedule that requires an employee to work a regularly scheduled part-time tour of duty when needed during periods of heavy workload. Expected cumulative service is at least six months in pay status each year.	R

Changes

From: Full-time	A schedule that requires an employee to work the number of hours or days prescribed by the administrative work week for a particular employment group or class.	F
To: Full-time	A schedule that usually requires an employee to work 40 hours as prescribed by the administrative work week for that particular employment group or class.	F
From: Full-time seasonal	A schedule that requires an employee to work less than a full work year on either an annually recurring or on-call basis and that requires an employee to work the number of hours or days prescribed by the administrative work week for a particular employment group or class. (Less than the 2080 hours per year required a regular full-time employees.)	G
To: Full-time seasonal	A schedule that requires an employee to work full-time for less than 12 months each year on an annually recurring basis.	G
From: Part-time	A schedule that requires an employee to work a definite, but lesser, number of hours or days than that required of full-time employees in the same employment group or class.	P
To: Part-time	A schedule that requires an employee to work less than full-time, but for a specific number of hours (usually 16-32 per administrative work week) on a prearranged scheduled tour of duty.	P

Central Personnel Data File (CPDF) Data Elements and Representations

WORK SCHEDULE

Data Representations

Name	Definition/Explanation	Code
From: Part-time seasonal	A schedule that requires an employee to work less than a full work year on either an annual recurring or on-call basis and which requires an employee to work a definite, but lesser, number of hours or days than that required of full-time employees in the same employment group or class.	Q
To: Part-time seasonal	A schedule that requires an employee to work part-time for less than 12 months each year on an annually recurring basis.	Q
From: Intermittent	A schedule that requires an employee to work an irregular number of hours or days (i.e., on an occasional basis).	I
To: Intermittent	A schedule that requires an employee to work an irregular number of hours or days for which there is no prearranged scheduled tour of duty.	I
From: Intermittent seasonal	A schedule that requires an employee to work less than a full work year on either an annually recurring or on-call basis and that requires an employee to work an irregular number of hours or days (i.e., on an occasional basis.)	J
To: Intermittent seasonal	A schedule that requires an employee to work less than 12 months a year on an annually recurring basis, and that requires an employee to work an irregular number of hours or days for which there is no prearranged scheduled tour of duty.	J

Optional Personnel Data Elements and Representations

REMARKS CODE

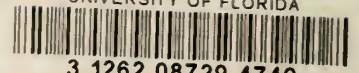
<u>Data Representations</u>		
<u>Name</u>	<u>Definition/Explanation</u>	<u>Code</u>
<u>Appointment Limitations</u>		
<u>Addition</u>		
Conditions of temporary employment explained	in statement dated (date).	A20
<u>Benefits and Leave</u>		
<u>Additions</u>		
You may change health benefits enrollment within	31 days after the effective date of this action.	B45
Life insurance coverage is extended for 31 days	during which you are eligible to convert to an individual policy (nongroup contract).	B46
Health benefits coverage is extended for 31 days	during which you are eligible to convert to an individual policy (nongroup contract).	B47
<u>Deletion</u>		
FGLI stops, except for a 31-day extension of	coverage, on the day immediately before entry on active duty.	B42
<u>Position Change Actions</u>		
<u>Change</u>		
From: Position has no known promotion potential.		K18
To: Position is at the full performance level.		K18
<u>Miscellaneous</u>		
<u>Addition</u>		
Reason for temporary appointment (state reason).		M06
<u>Pay in Addition to or Outside of Salary</u>		
<u>Additions</u>		
Employee is entitled to 45 calendar days of	continuation of regular pay under 5 U.S.C., Chapter 81, section 8118.	N11
Expected to be paid under 5 U.S.C., Chapter 81 following	45 calendar days COP period.	N12

Optional Personnel Data Elements and Representations

REMARKS CODE

Data Representations		
Name	Definition/Explanation	Code
<u>Pay Rate</u>		
<u>Additions</u>		
Step 99 indicates salary rate is now below the	step 1 rate.	P67
Ineligible for merit increase because has been	newly appointed to the Government in a PMRS position within 90 days of effective date of the merit increase.	P68
Ineligible for merit increase because of LWOP.		P69
<u>Deletions</u>		
Salary includes a _____ % pay	comparability increase.	P23
Salary includes a _____ % pay comparability	increase and an additional adjustment of \$ _____ to bring salary up to the minimum rate for the grade.	P24
Salary reflects a merit increase of \$ _____	which includes \$ _____ supplemental increase granted to insure the new rate ranger minimum.	P25
Merit increase determination waived because	(state reason).	P27
<u>Retained Grade and Retained Pay</u>		
<u>Deletions</u>		
Employee's step in item 31 reflects within-grade	increase(s) which would have been earned on (date(s)).	X51
This action returns the employee to the grade which	will be retained under the retroactive provisions of title VIII of Public Law 95-454 so that action entitling the employee to grade retention can be properly documented.	X54
This action documents employee's entitlement	to grade retention based on the reduction in grade which occurred on (date).	X59

UNIVERSITY OF FLORIDA



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